

MEMORANDUM FOR: [REDACTED]

SUBJECT: [REDACTED]

Records Management Survey, [REDACTED]

1. At the request of [REDACTED] a survey of the Emergency Relocation Site records was made by Headquarters Records Analysts, [REDACTED]. The records of the Engineering Division were excluded, as requested [REDACTED] pending the completion of a procedural study of Agency real estate and construction activities. In addition, this survey did not include records of the VM Repository and the Records Center, nor records [REDACTED] of the Office of Communications.

2. This survey consisted of compiling an inventory of the records holdings in each organizational element and obtaining information from responsible administrative officials as to the use and value of each category of records. From these facts, the analysts prepared proposed records control schedules, discussed these with your component chiefs, and obtained their concurrences. These schedules have received full headquarters approval including that of the appropriate support components and the Records Management Staff. Accordingly, I am now transmitting the schedules to you for your review, approval and implementation.

3. During their records survey, the analysts also reviewed filing systems. Their examination disclosed that the Agency subject-numeric filing system was being used effectively in the Engineering, Personnel, and Procurement and Supply Divisions, and that the system could be used advantageously in your immediate office and in the Security Division.

4. The Security Division requested immediate assistance because of filing difficulties. These difficulties were corrected through the installation of a subject-numeric system and the development of a "tailored" index. This index affords a quick means of coding materials to be filed, and provides an efficient aid to locating requested documents. As a reference aid, this index is particularly valuable to those persons unfamiliar with the files. The heavy pressboard-type folders previously used were replaced with less costly, space saving, kraft folders.

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5. The records survey also disclosed two sets of property control files on the Station. One of these files was eliminated, resulting in the destruction of approximately seven cubic feet of control cards.

6. In order to bring this survey to a successful completion, it is recommended that:

a. The Records Management Staff be notified when the procedural study of real estate and construction activities has been completed so that we may prepare a records control schedule for the Engineering Division.

b. We be afforded an opportunity to install the subject-numeric filing system in your immediate office.

c. Disposition action as authorized in the Records Control Schedule be applied to all previously retired records as well as to those currently in the offices.

7. I wish to express my appreciation for the assistance and splendid cooperation afforded us by [redacted] and other members of your staff during the course of this survey.

8. Please feel free to call on me again for assistance on records management matters.

[redacted]  
Chief, Records Management Staff

Attachments:

1. Records Control Schedule
2. File Index for Security Division